

New York State Department of Labor (NYSDOL)

Sector Partnership NEG (SP-NEG)

Incumbent Worker Training (IWT)

Questions and Answers Pertaining to the Request for Applications (RFA)

(Updated 11/22/16. New questions and answers are added at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://labor.ny.gov/businessservices/funding.shtm>.

Q #1) On page 6, the Matching Funds Requirement shows the requirements for 50 or fewer employees, 51-100, and more than 200, but does mention 101-199 at all.

A #1) Incumbent Worker Training Matching Funds Requirement should read:

Applicants must provide matching funds for IWT at a rate determined by the number of employees using the following requirements:

- 50 or fewer employees – 10% of the training cost;
- 51 to 100 employees – 25% of the training cost; and
- More than **100** employees – 50% of the training cost.

New Questions as of 8/22/16 start below:

Q #2) Do wages paid to employees who are attending training during work hours count toward the match requirement? If yes, is this considered cash or in-kind match?

A #2) Yes, trainee wages may be counted as part of the match requirement. This would be considered a cash match. While a cash match can be identified through real dollar amounts, an in-kind match is something that exists in the agency and will be used for the proposed program. Examples may include staff time that is not paid by the grant but the identified staff assists in the provision of the proposed program, use of existing equipment or supplies, and/or office space.

New Questions as of 8/26/16 start below:

Q #3) Our proposal would not involve subcontracting, how do we fill out the MWBE Utilization Plan?

A #3) Applicants that will not be subcontracting will want to complete and submit the Application for Waiver of Minority and Women-Owned Business Enterprise Participation Goal (Attachment #8).

New Questions as of 9/16/16 start below:

Q #4) Do I submit the Minority and Women Owned Business Enterprises (MWBE) Utilization Plan (Attachment 7) if I am submitting an Application for Waiver of MWBE Participation Goal (Attachment 8), as indicated as required documents?

A #4) No, if an applicant is submitting an Application for Waiver of MWBE Participation Goal, they do not submit the Minority and Women Owned Business Enterprises (MWBE) Utilization Plan. Please note, instructions for completing an Application for Waiver of MWBE Participation Goal are included on the second page of Attachment 8.

Q #5) In item #9 of the Technical Review of the application (Section VI.B.2.9) what is considered “evidence” of a sector partnership?

A #5) Evidence of a sector partnership can include, but is not limited to, a memorandum of agreement, the letterhead of a sector partnership, minutes of a meeting, newspaper article, or a letter from the lead partner in a sector partnership indicating the applicant is a member of the sector partnership. Evidence of a sector partnership membership is not included in the page limits. Attached evidence should be listed in the technical section of the application to alert the reviewer of its inclusion.

New Questions as of 11/22/16 start below:

Q #6) Is a program required to have three bids for training? Our organization is proposing to provide Direct Support Professionals with a very specialized, but well known training to assist those with autism. The program was developed by the University of North Carolina and is only offered by them. It is not possible to get three bids for this type of training as they are the only ones offering it. Can we include language attesting that, in place of bids?

A #6) If the proposed training program is proprietary or specialized so that there is only one provider, then the Department does not require that three bids be obtained. If less than three bids were obtained, compelling justification detailing the reason(s) must be provided. Please note that there will be an evaluation of the reasonableness of costs proposed, so the applicant must document proposed costs in their budget including sufficient detail to enable such evaluation.